



APPLICATIONS MUST BE RETURNED IN  
A SEALED, CLEARLY MARKED  
ENVELOPE TO THE CITY CLERK'S  
OFFICE BY **JANUARY 10, 2014 AT  
12:00 P.M.** TO BE CONSIDERED.

26 UNION ST. SOUTH  
CONCORD, NC 28025

**GUIDELINES FOR FILLING VACANT COUNCIL SEAT (DISTRICT 6)  
AS PRESCRIBED BY NORTH CAROLINA GENERAL STATUTES**

- **City Council may appoint someone to the vacant seat, to serve until the next municipal election in November 2015.**
- **Next election for full term in District 6 is November 2015.**

## PROCEDURE FOR FILLING VACANT COUNCIL SEAT

1. Beginning on December 12, 2013, the Mayor will immediately cause the vacant seat to be advertised in all local newspapers and on the City's Web Site indicating the appointment process and the following eligibility requirements:
  - A. Be a qualified voter in the City of Concord
  - B. Possess the qualifications set out in Article VI of the North Carolina Constitution. As such, an applicant must be at least 21 years of age; reside in North Carolina and in District 6 for at least thirty (30) days; and not adjudged a felon.
  - C. Currently live within the boundaries of District 6.

Interested citizens meeting these requirements may obtain an application from the City Clerk's office in the Municipal Building at 26 Union Street South or from the City of Concord's website at [www.concordnc.gov](http://www.concordnc.gov). Completed applications should be returned to the City Clerk's office by 12:00 PM on January 10, 2014. **Applications not received by that date and time will not be considered. No exceptions will be made.**

2. The City Clerk will hold the sealed applications until the deadline date. After the deadline, the Mayor will open the envelopes and verify that each meets the qualifications addressed above. He will forward copies of the contents to the City Council upon verification of applications. The Mayor will also release the names of those indicating interest and meeting qualifications to the news media on the same day.
3. A Special City Council Meeting will be held on January 27, 2014 at 6:00 p.m. to interview qualified applicants. Each applicant will be given equal time to make a presentation on their qualifications for the office and their vision for Concord. The Mayor and Council may ask each applicant questions that pertain to serving on City Council. The City Council will then have the written application submitted earlier and the information provided during the presentations to consider when making the appointment.
4. At the special meeting, the City Council will decide if they have enough information to vote on the appointment. Council may vote on the appointment or may schedule another meeting to make the decision. When voting the Council will use paper ballots provided at the meeting and turned into the City Clerk. The City Clerk will provide the Mayor with the results of the balloting and then he will read the votes from each member and announce the decision based on the candidate receiving the most votes from Council.

**APPLICATION FOR VACANT SEAT  
CONCORD CITY COUNCIL\***

Please complete each section. You may attach additional sheets if the space provided is not adequate.

**FULL NAME**\_\_\_\_\_

**HOME ADDRESS**\_\_\_\_\_

**HOW LONG AT THIS ADDRESS?**\_\_\_\_\_

**BUSINESS ADDRESS**\_\_\_\_\_

**HOME PHONE (    )**\_\_\_\_\_ **BUSINESS PHONE (    )**\_\_\_\_\_

**FAX (    )**\_\_\_\_\_ **E-MAIL**\_\_\_\_\_

**DATE OF BIRTH**\_\_\_\_\_

**HOW LONG HAVE YOU BEEN A RESIDENT OF NORTH CAROLINA?** \_\_\_\_\_

**CURRENT EMPLOYER (IF ANY)**

\_\_\_\_\_

**TITLE**\_\_\_\_\_ **YEARS IN CURRENT POSITION**\_\_\_\_\_

**DUTIES**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER EMPLOYMENT HISTORY**

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\_\_\_\_\_

**EDUCATION** (including degrees completed)

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\_\_\_\_\_

\_\_\_\_\_

**SPOUSE'S NAME**\_\_\_\_\_ **SPOUSE'S EMPLOYER**\_\_\_\_\_

**INTERESTS/SKILLS/AREAS OF EXPERTISE/PROFESSIONAL ORGANIZATIONS**

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\_\_\_\_\_

1) Have you previously served in an elected position or ran for elected office? If so, what and where?

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2) Why are you interested in serving on the Concord City Council?

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3) Please provide examples of your past service and involvement in Concord and/or other communities in which you have lived. How do you feel these experiences would assist you in serving as a Council member?

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4) How do you envision your role as a City Council member in representing all the citizens of Concord? How do you view your role specifically in reference to representing District 6?

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5) The City of Concord, like the vast majority of municipalities in North Carolina, operates under the Council/Manager form of government. With that in mind, what do you see the role of the City Council member being versus that of the City Manager?

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6) What do you think are the two highest priorities for the Concord City Council and how would you work to achieve them?

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- 7) Given the diversity of interests, backgrounds and opinions on City Council, how could you play a part in assisting Council to reach decisions?

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**AFFIRMATION OF ELIGIBILITY**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain complete disposition.

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Are all city and county bills, fees, and taxes paid in full?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the City Council?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain conflict.

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I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement will be cause for my removal from consideration.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Invalid if Not Signed and Dated**

*Application must be received by 12:00 PM on January 10, 2014 at:  
Concord City Clerk's Office  
26 Union Street, South  
Concord, NC 28026*

**APPLICATIONS NOT RECEIVED BY THE DEADLINE DATE AND TIME  
WILL NOT BE CONSIDERED.  
NO EXCEPTIONS WILL BE MADE.**

\* This form may be reproduced for ease of response.